

GOVERNMENT OF TELANGANA
ABSTRACT

General Administration Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Revised Information – Published – Amendment – Orders – Issued.

GENERAL ADMINISTRATION (OP.I) DEPARTMENT

G.O.Rt.No. 2279

Dated: 31-10-2017.

Read the following:

- 1) G.O.Rt.No.2524, G.A. (OP.I) Department, dated: 21.11.2016.
- 2) From the Commissioner of Inquiries, G.A. (COI-CSR) Dept., Telangana, Hyderabad, D.O. letters.No.40/Spl.N.COI/2017, dated: 24.10.2017 and dated: 27.10.2017

ORDER :

In the G.O. 1st read above, Government have published the revised information under Section 4 (1)(b) of the Right to Information Act, 2005 (Central Act No.22 of 2005) in respect of General Administration Department, as per clause 17 of 4(1)(b).

2. In the reference 2nd read above, the Commissioner of Inquiries, has requested to appoint / publish the Appellate Authority, Public Information Officer and Assistant Public Information Officer in respect of General Administration (Spl.N-COI) Department.

3. In continuation of the orders issued in the Government Order 1st read above, the following amendment is herewith published.

A M E N D M E N T

In addition to the orders issued in G.O.Rt.No.2524, General Administration (OP.I) Department, dated: 21.11.2016, the following information is herewith published under Section 4(1)(b)(ii) of Chapter-3; under Section 4(1)(b)(ix) of Chapter-10 and under Section 4(1)(b)(xvi) of Chapter-17 of Right to Information Act, 2005, respectively, in respect of General Administration (Spl.N-COI) Department.

Chapter – 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

1. **Commissioner of Inquiries:** The Commissioner has to inquire into the charges framed against the Charged Officers of State Government Employees / Officers and Members of Services i.e., I.A.S., I.P.S., and I.F.S. Officers as and when the Government appoints him as Inquiry Officer and reports should be sent to the concerned Departments as per Telangana Civil Services (CC&A) Rules, 1991 and AIS (1) & (A) Rules, 1969.

2. **Section Officer:** The Section Officer is in-charge of a Section in the Department. Two Assistant Section Officers assist him. He is responsible all inquiry / correspondence files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the Officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Section.

(P.T.O.)

3. **Assistant Section Officer:** The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with the Inquiry cases and correspondence relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying, dispatching and indexing.

4. **Stenographers (Private Secretary to Commissioner of Inquiries):** The Stenographers working as Private Secretary to Commissioner of Inquiries renders assistance to the Commissioner of Inquiries and such other items of work as are entrusted to him.

5. **Data Entry Operator:** Working on outsourcing basis and attend to the computer work i.e., Data entry and render assistance to the Officers / Sections as entrusted to them by the Officers.

6. **Office Subordinate:** They will attend to the work entrusted by the Officers.

Chapter - 10
A DIRECTORY OF OFFICERS AND EMPLOYEES IN GENERAL ADMINISTRATION
(Spl.N-COI) DEPARTMENT
[Section 4(1)(b)(ix)]

Sl. No.	Name and Designation	Block, Floor, Room No.	Telephone Numbers		Residential Address
			Office / Fax / Cell No.	Residence	
	<u>Sarvasri</u>				
1	2	3	4	5	6
01.	C.Sammi Reddy, IFS (Retd.), Commissioner of Inquiries-1	2 nd Floor, TUFIDC Building, A.C.Gaurds, Hyderabad.	040-23392694 9493976719	040-23542211	H.No. 8-2-293/82, Plot No.11, Prashasan Nagar, Road No.72, Jubilee Hills, Hyderabad
02.	COI-2 (Vacant)	--	--	--	--
03.	B.V. Bala Krishna, Section Officer	2 nd Floor, TUFIDC Building, A.C.Gaurds, Hyderabad.	040-23392694 9705004576	040-24076887	H.No.17-1-391/S/590, A-1, Singareni Colony, Saidabad, Hyderabad - 59.
04.	M.Sreenivasa Reddy, Assistant Section Officer	2 nd Floor, TUFIDC Building, A.C.Gaurds, Hyderabad.	040-23392694 9885673407	--	H.No.18-78/304, Kamala Nivas, Road No.3, Kamalanagar, Dilshuknagar, Hyderabad
05.	Private Secretary to COI-1 (Vacant)	--	--	--	--
06.	Private Secretary to COI-2 (Vacant)	--	--	--	--
07.	Assistant Section Officer-2 (Vacant)	--	--	--	--

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Chapter - 17

Statement showing the name and designation with Official addresses of Appellate Authority / Public Information Officer / Assistant Public Information Officer in General Administration (Spl.N-COI) Department
[Section 4(1)(b)(xvi)]

APPELLATE AUTHORITY:- Sri C.Sammi Reddy, I.F.S. (Retd.),
Commissioner of Inquiries,
General Administration (Spl.N-COI) Department,
2nd Floor, TUFIDC Buildings, A.C.Gaurds,
Hyderabad.
Ph.No.040-23392694; Cell.No.9493976719

Sl. No.	Name of Office / Administrative Unit	Name and Designation of the Public Information Officer <i>Sarvasri</i>	Name and Designation of the Assistant Public Information Officer <i>Sarvasri</i>	Address and phone numbers
1	2	3	4	5
01.	General Administration (Spl.N-COI) Department	B.V. Bala Krishna, Section Officer		G.A. (Spl.N-COI) Dept., 2 nd Floor, TUFIDC Building, A.C.Gaurds, Hyderabad. Ph.No.040-23392694 Cell.No.9705004576.
02.	General Administration (Spl.N-COI) Department		M.Sreenivasa Reddy, Assistant Section Officer	G.A. (Spl.N-COI) Dept., 2 nd Floor, TUFIDC Building, A.C.Gaurds, Hyderabad. Ph.No.040-23392694 Cell.No.9885673407.

4. Copy of this order is available on Internet and can be accessed at address <http://goir.telangana.gov.in/>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

ADHAR SINHA
PRINCIPAL SECRETARY TO GOVERNMENT (POLL.)

To
The General Administration (Spl.N-COI) Department.
The General Administration (I&PR) Department.
The General Administration (GPM&AR) Department
Copy to:
The P.S. to Secretary, Telangana State Information Commission, Mojam-jahi-market, Hyderabad.
The P.S. to Chief Secretary to Government.
The P.S. to Principal Secretary to Govt. (Poll.), GAD.
The P.S. to Secretary to Govt. (Services), GAD.
SC/SF.

// FORWARDED :: BY ORDER //

SECTION OFFICER